

## **Joint Committee on Corrections**

### **Information for Legislative Institutional Visits**

Facility Name: <b>Chillicothe Correctional Center</b>				
Custody Level	<b>Minimum/Maximum</b>		Warden	<b>Steve Larkins</b>
Total Acreage	<b>140</b>		Address	<b>3151 Litton Road</b>
Acreage w/in Perimeter	<b>60</b>			<b>Chillicothe, MO 64601</b>
Square Footage	<b>450,000</b>		Telephone:	<b>660-646-4032</b>
Year Opened	<b>2008</b>		Fax:	<b>660-646-1217</b>
Operational Capacity/Count (as of January 15, 2012)	<b>1340 Capacity 1037 Count</b>			
General Population Beds (capacity and count as of January 15, 2012)	<b>1008 Capacity 535 Count</b>		Deputy Warden	<b>Steve Moore Deputy Warden of Offender Management</b>
Segregation Beds (capacity and count as of January 15, 2012)	<b>76 Capacity 50 Count</b>		Deputy Warden	<b>Sherie Korneman Deputy Warden of Operations</b>
Treatment Beds (capacity and count as of January 15, 2012)	<b>256 Capacity 183 Count</b>		Asst. Warden	
Work Cadre Beds (capacity and count as of January 15, 2012)	<b>0/0 (Included in General Population Beds)</b>		Asst. Warden	
Diagnostic Beds (capacity and count as of January 15, 2012)	<b>200 Capacity 0 Count</b>		Major	<b>Courtney Schweder</b>
Protective Custody Beds (capacity and count as of January 15, 2012)	<b>0/0 (Included in Segregation Beds)</b>			

#### **1. Capital Improvement Needs:**

- a. How would you rate the overall condition of the physical plant of the institution?  
**Our facility is in good condition.**
- b. What capital improvement projects do you foresee at this facility over the next six years?  
**Possible replacement of the Food Service freezer ceiling panels we have had issues with in the past. Convert perimeter and wall pack lighting over to LED lighting to conserve energy and reduce our environmental footprint. Seal all asphalt surfaces, such as the perimeter road and the parking lot.**
- c. How critical do you believe those projects are to the long-term sustainability of this facility?  
**These projects are not critical at this point but are issues that we will need to consider looking at in the future.**

#### **2. Staffing:**

- a. Do you have any critical staff shortages?  
**No**
- b. What is your average vacancy rate for all staff and for custody staff only?  
  - **Average vacancy rate for all staff (January 1, 2011 through December 31, 2011:**

**Average total vacancies per month = 21.7**

**Average number of positions vacated per month = 4.08**

- **Average vacancy rate for custody staff (January 1, 2011 through December 31, 2011:**

**Average total vacancies per month = 2.4**

**Average number of positions vacated per month = 2.0**

- c. Does staff accrual or usage of comp-time by staff effect your management of the institution?  
**Although there is no significant impact on management of the facility, staff are often resistant to taking time the same week that they work any comp/overtime in order to not accrue any extra on the books. Staff prefer to be allowed to take time at their convenience.**
- d. What is the process for assigning overtime to staff?  
**Volunteers are solicited to cover overtime needs. If no volunteers are found, staff are mandated to cover necessary overtime.**
- e. Approximately what percentage of the comp-time accrued at this institution does staff utilize as time off and what percentage is paid-off?  
  - **Percentage of comp time taken off = 55%**
  - **Percentage of comp time paid out = 45%**
- f. Is staff able to utilize accrued comp-time when they choose?  
**Every effort is made (and staff are required) to take time the same work week it is scheduled. In this way, those individuals particularly who earn time and a half if it carries over into the week, are only taking actual time worked. This constitutes a savings to the department and is the established protocol. In instances where this is not possible, staff are encouraged and sometimes scheduled to take it as soon as possible.**

### **3. Education Services:**

- a. How many (and %) of inmate students at this institution are currently enrolled in school?  
**As of January 12, 2012 there are 1043 offenders at CCC. Of those, 295 or 28.3% do not have a GED or High School diploma. Of the 295, 176 (59.7%) are enrolled in school and 119 (40.3%) are on a waiting list or in Administrative Segregation. We are currently two (2) teachers short for our allotted classroom space, which if filled would basically eliminate the waiting list and allow us to enroll everyone except the Administrative Segregation offenders.**
- b. How many (and %) of inmate students earn their GED each year in this institution?

<b>Fiscal Year</b>	<b>Passed</b>	<b>Attempts</b>	<b>Pass Rate</b>
FY08	60	74	81.1%
FY09	69	86	80.2%
FY10	104	124	83.9%
FY11	<b>98</b>	<b>116</b>	<b>84.5%</b>
<b>TOTAL</b>	<b>331</b>	<b>400</b>	<b>82.75%</b>

**The GED Academic Education staff continues to do a great job with our population. Four the fourth straight year, we increased our GED pass rate and halfway through FY12, statistics show we will continue this trend as we currently have 38 out of 40 passing the GED or a 95% pass rate for FY12.**

- c. What are some of the problems faced by offenders who enroll in education programs?  
**Aside from the obvious problem (they are in prison) the most common problems include:**

- They don't want to be in class, but are required to do so.
- Many have poor study skills.
- They haven't recovered mentally from the idea of having failed.
- Often they have difficulty dealing with an adult authority figure.
- Some students have been removed from the academic arena for so long they find it difficult to get back into the study/learning mode again.
- Sometimes the affects of drug/alcohol abuse in their long-term memory.
- The many interruptions, whether appointments or out-count (short or long).
- For whatever reason, short attention span is also a problem.
- Personal or family problems.

4. **Substance Abuse Services:**

- a. What substance abuse treatment or education programs does this institution have?  
**Chillicothe Correctional Center began offering Substance Abuse Treatment services on October 1, 2009 contracted through Kansas City Community Center. CCC offers the following treatment services: Short-term Treatment, Intermediate Treatment, Long-term Treatment, Partial-day Treatment, and a Relapse Program. Additionally, Substance Abuse Education is provided to offenders who are preparing to be released from incarceration.**

**The contract provides on-site assessments as well as gender responsive, evidence-based substance abuse treatment services at CCC to those offenders referred by the department/court system and designated as eligible to receive services. Additionally, a small number of offenders are allowed to volunteer to participate within specified programs. A summary of service requirements includes the following:**

1. **Assessment** services for offenders at CCC who have been stipulated by the Board of Probation and Parole or are court ordered for institutional substance abuse treatment.
2. **Short-term (3 – 3 ½ months) Substance Abuse Treatment Program** for offenders sentenced pursuant to RSMo 559.115, Post Conviction Drug Treatment for offenders sentenced pursuant to RSMo 217.785, and probation and parole violators stipulated for substance abuse treatment by the Board of Probation and Parole.
3. **Intermediate Treatment Program (6 months)** for offenders stipulated for substance abuse treatment.
4. **Long-term (12 months) Substance Abuse Treatment** for offenders stipulated by the Board of Probation and Parole and offender's ordered for substance abuse treatment by the court pursuant to RSMo 217.362.
5. **Co-occurring Substance Abuse and Mental Health Disorders Program** for offenders with mild to moderate impairment with mental health disorders including offenders on psychotropic medications.
6. **Partial-day Treatment (2 – 2 ½ months)** for offenders referred by the department for substance abuse treatment services. Offenders may self refer to participate within the Partial-day Treatment upon meeting designated criteria.
7. **Relapse Program (30 Days)** for eligible offenders who have previously completed treatment and are referred by the department. The Relapse Program is the second of the two programs in which offenders may self refer upon meeting designated criteria.

**8. Transitional Housing Unit Substance Abuse Services (6 months prior to release)** for offenders transitioning from prison to community, to assist them with knowledge and skills to increase their readiness for release.

- b. How many beds are allocated to those programs?

<b>Short-term Treatment</b>	<b>64 beds</b>
<b>Intermediate Treatment</b>	<b>96 beds</b>
<b>Long-term Treatment</b>	<b>32 beds</b>
<b>Partial-day Treatment</b>	<b>32 beds</b>
<b>Relapse Program</b>	<b>32 beds</b>

- c. How many offenders do those programs serve each year?

**As of December 31, 2011, 1130 offenders have participated within the Substance Abuse programs.**

<b>Short-term Treatment</b>	<b>556</b>
<b>Intermediate Treatment</b>	<b>361</b>
<b>Long-term Treatment</b>	<b>53</b>
<b>Partial-day Treatment</b>	<b>139</b>
<b>Relapse Program</b>	<b>21</b>

- d. What percent of offenders successfully complete those programs?

<b>Short Term Treatment</b>	<b>93%</b>
<b>Intermediate Treatment</b>	<b>84%</b>
<b>Long-term Treatment*</b>	<b>55%</b>
<b>Partial-day Treatment</b>	<b>91%</b>
<b>Relapse Program</b>	<b>95%</b>

**\*21% of the offenders (board referred) placed in Long-term treatment have withdrawn from the program.**

- e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting?

**The women's population brings a separate set of concerns that the male offender population does not. Research indicates the need for gender responsive program which requires needs to be met that are not addressed in traditional treatment programs. Some additional areas that must be addressed include poor health, risk of sexually transmitted diseases, psychological problems, history of victimization, family responsibility, and a lack of employment skills. There is the additional concern of the balance of security with the need to provide treatment. Correctional staff is trained primarily to ensure safety and security within our facilities, while treatment staff views incarceration as a time for rehabilitation. Continuous training and direction is needed to balance these two philosophies. Treatment staff is also tasked with the requirement of scheduling aftercare services for the offenders upon their release. At times it can be a challenge to coordinate community-based treatment services with the needs and desires of the offender and probation/parole officer in the community. Another challenge with aftercare services is the limited funding available for these services. At times, appointments are not able to be set due to long waiting lists. One final challenge in running a treatment program in a prison setting is locating adequately qualified staff in a rural location. This requires frequent advertising to discover potential employees.**

**5. Vocational Programs:**

- a. What types of vocational education programs are offered at this institution?

**The programs offered at CCC are Basic Electricity and Electronics, Business and Customer Service, Computer Repair and Refurbishing, Cosmetology, Culinary Arts, and Professional Gardening and Landscaping.**

- b. How many offenders (and %) participate in these programs each year?  
**Approximately 276 offenders (74%) complete programs every year.**
- c. Do the programs lead to the award of a certificate?  
**All offenders completing the class receive a DOC completion certificate and a Department of Labor Apprenticeship certificate. Culinary Arts students also can receive a ServSafe certificate if they pass the test. Cosmetology students can receive their state license. Testing for Cosmetology State License requires offender transport to Kirksville for the written test and Independence for practical testing.**
- d. Do you offer any training related to computer skills?  
**While all CTE classes utilize technology in some manner, Business and Customer Service offers the use of computer software consistently throughout its coursework. This software includes keyboarding applications and Microsoft Office 2007, which includes Word, Excel and Power Point. In addition, Computer Repair and Refurbishing, Basic Electricity and Electronics and Professional Gardening and Landscaping all use the computer for class work and utilize the keyboarding practice program Microtype as part of their program.**

**6. Missouri Vocational Enterprises:**

- a. What products are manufactured at this institution?  
**Men's boxers, women's briefs, wash cloths and towels.**
- b. How many (and %) of offenders work for MVE at this site?  
**30 offenders (2.9%)**
- c. Who are the customers for those products?  
**DAI is the primary customer; they issue these items to the offenders, and items are available for offenders to purchase through the offender canteen if they wish to have additional items.**
- d. What skills are the offenders gaining to help them when released back to the community?  
**Offenders learn how to sew, work well with others and work as part of a team to accomplish quality products. Some offenders will also learn leadership, clerical and mechanical skills. Additionally, all offenders have the opportunity to enroll in Public Broadcast System (PBS) classes "Work Place Essential Skills" and "Computer Literacy".**

**7. Medical Health Services:**

- a. Is the facility accredited by the National Commission on Correctional Health Care?  
**Yes**
- b. How many offenders are seen in chronic care clinics?  
**793**
- c. What are some examples of common medical conditions seen in the medical unit?  
**Diabetes, Hypertension, Asthma, COPD, Seizures, Hepatitis C, HIV, Cardiovascular and Cancer.**
- d. What are you doing to provide health education to offenders?  
**Annual Health Fair, Written and Verbal education during chronic care and sick call. Information posted to Offender TV channel periodically.**

- e. Have you had any cases of active Tuberculosis in this facility in the past year? If so, how did you respond?  
**No**
- f. Is the aging of the population affecting health care in prisons as it is affecting health care everywhere else? If yes, please explain.  
**Yes, health conditions naturally decline as age increases.**

**8. Mental Health Services:**

- a. How do offenders go about obtaining mental health treatment services?
  - 1. Chronic Care: Offenders are seen within 2 weeks of arrival at CCC, every month thereafter.**
  - 2. Individual Encounters may be requested by offenders by submitting a completed Medical Services Request (MSR).**
  - 3. Staff may refer offenders for treatment.**
  - 4. Groups are advertised with sign-up sheets that are placed on bulletin boards within the general population housing units. Requests for groups are also considered when submitted on an MSR.**
  - 5. Administrative Segregation: A Qualified Mental Health Provider makes weekly contact with offenders housed in this unit. MH staff are currently working with Administrative Segregation staff to establish a transition process to assist offenders who have difficulty adjusting to general population after being released from the Ad Seg unit.**
  - 6. Crisis Intervention can be requested from any Department of Corrections staff member. After receiving such a request, every effort is made to meet with the offender as soon as possible.**
- b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides?  
**There were no successful suicides at Chillicothe Correctional Center in 2011. Offenders who are believed to be at risk for suicidal behavior are placed in a suicide-resistant cell and monitored every 15 minutes by custody staff via cameras located within the cell. Staff members are trained to recognize verbal and behavioral cues that indicate potential suicide. This instruction is provided during initial staff training and every other year thereafter.**
- c. Approximately how many (and %) of the offenders in this institution are taking psychotropic medications?  
**358 offenders (35.27%)**
- d. How many offenders in this facility are chronically or seriously mentally ill and what is being done for them?  
**393 offenders have a moderate level of mental health treatment needs, and 5 are considered to have serious functional impairment.**  
**All 398 offenders meet with a qualified mental health professional monthly, and additional therapy sessions are scheduled in response to MSRs and staff referrals.**  
**Those who receive involuntary medication (currently 4 offenders) meet with a psychiatrist every 14 days.**

- 9. What is your greatest challenge in managing this institution?  
**Maintaining morale in light of no pay raises and diminishing benefits.**

10. What is your greatest asset to assist you in managing this institution?

**Quality staff.**

11. What is the condition of the facilities' vehicle fleet? (mileage, old vehicles etc?)

<b>Year</b>	<b>Type</b>	<b>Use</b>	<b>Mileage</b>	<b>Condition</b>
2008	Chevrolet Uplander	Inmate Transportation	65,964	Excellent
2008	Chevrolet Uplander	Inmate Transportation	52,255	Excellent
2009	Chevrolet Impala	Pool Vehicle	38,262	Excellent
2009	Chevrolet Impala	Pool Vehicle	37,035	Excellent
2009	Chevrolet Impala	Pool Vehicle	35,375	Excellent
2009	Ford 15-Passenger Van	Inmate Transportation	30,588	Excellent
2009	Ford 15-Passenger Van	Inmate Transportation	36,750	Excellent
2009	Ford 15-Passenger Van	Inmate Transportation	33,824	Excellent
2009	Ford Handicap Van	Inmate Transportation	15,724	Excellent
2009	Ford 15-Passenger Van	Inmate Transportation	28,694	Excellent
2009	Ford 15-Passenger Van	Inmate Transportation	29,727	Excellent
2009	Ford 12-Passenger Van	Inmate Transportation	23,509	Excellent
2009	Ford 12-Passenger Van	Inmate Transportation	25,998	Excellent
2009	Ford 12-Passenger Van	Inmate Transportation	19,698	Excellent
2009	Ford Crown Victoria	Inmate Transportation	58,754	Excellent
2009	Ford Crown Victoria	Inmate Transportation	38,911	Excellent
2009	Ford Crown Victoria	Inmate Transportation	37,649	Excellent
2009	Ford Crown Victoria	Inmate Transportation	34,931	Excellent
2009	Ford Crown Victoria	Inmate Transportation	38,943	Excellent
2009	Ford Crown Victoria	Perimeter Patrol	48,186	Excellent
2009	Ford Crown Victoria	Perimeter Patrol	41,767	Excellent
2009	Chevrolet Equinox	Backup Perimeter Patrol	36,456	Excellent
2009	Ford ¾-Ton Truck	Maintenance	6,530	Excellent
2009	Chevrolet Dump Truck	Maintenance	1,916	Excellent
2009	Ford Box Truck	Maintenance	4,292	Excellent

12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. **(Please have the Major answer)**

**The morale of the custody staff is medium due to cuts made to the retirement plan, no pay raises, and concern for rising health care costs.**

13. **Caseworkers:**

a. How many caseworkers are assigned to this institution?

**19 Corrections Case Managers and 3 Corrections Classification Assistants**

b. Do you currently have any caseworker vacancies?

**Yes, 4 Corrections Cases Manager positions.**

c. Do the caseworkers accumulate comp-time?

**No.**

d. Do the caseworkers at this institution work alternative schedules?

**No**

e. How do inmates gain access to meet with caseworkers?

**Caseworkers have open door hours from 8:30 a.m. to 4:30 p.m. Monday through Friday. Caseworker staff are available in units in the afternoon until 4:30 p.m.**

- f. Average caseload size per caseworker?  
**Currently, the average caseload is 54 offenders per caseworker.**
  - # of disciplinary hearings per month?  
**221 per month**
  - # of IRR's and grievances per month?  
**59 IRR's per month and 11 grievances per month**
  - # of transfers written per month?  
**3.6 transfers per month out of the institution**
  - # of re-classification analysis (RCA's) per month?  
**152 RCA's per month**
- g. Are there any services that you believe caseworkers should be providing, but are not providing?  
**Caseworker staff continue to work with offenders to provide transitional services. They continue to struggle with finding enough time to provide pending-release offenders with adequate referrals in the community.**
- h. If so, what are the barriers that prevent caseworkers from delivering these services?  
**Time constraints as well as access to and knowledge of community resources.**
- i. What type of inmate programs/classes are the caseworkers at this institution involved in?
  - **Pathway to Change**
  - **Anger Management**
  - **Impact of Crime on Victims (ICVC)**
  - **Second Chance in Action**
  - **Catholic Charities**
  - **Green Hills Empowerment**
  - **Pre-Release Program**
  - **Resource Library**
- j. What other duties are assigned to caseworkers at this institution?  
**Caseworkers are often called upon to provide assistance to other areas. They act as Visiting Room Liaison, assist with the Puppies for Parole Program, assist with Video Court and conduct video conferences for re-entry purposes.**

**14. Institutional Probation and Parole officers:**

- a. How many parole officers are assigned to this institution?  
**Currently, there is one District Administrator and six allotted Institutional Parole Officers; we are currently fully staffed.**
- b. Do you currently have any staff shortages?  
**Not at this time.**
- c. Do the parole officers accumulate comp-time?  
**Only if required to attend training or some type of program away from the institution. In the event comp time is accumulated, we work very diligently to get that time flexed off the week it is earned.**
- d. Do the parole officers at this institution flex their time, work alternative schedules?  
**The only event of flex time is when comp time is earned, as stated above. Currently, none of the Institutional Parole Officers work alternative schedules. All work five, eight hour days.**
- e. How do inmates gain access to meet with parole officers?  
**Inmates gain access to the parole officers by writing kites or attending open**



f. Average caseload size per parole officer?

**Caseload size per officer ranges from 100-150, but can be all offenders on one housing unit, depending on the officer's assignment. Currently, two of the IPOs handle one housing unit each, on their own.**

- # of pre-parole hearing reports per month?

**55**

- # of community placement reports per month?

**15**

- # of investigation requests per month?

**80**

g. Are there any services that you believe parole officers should be providing, but are not providing?

**No, other than Diagnostic Services; this cannot happen until the R&D Unit opens.**

h. If so, what are the barriers that prevent officers from delivering these services?

**The Reception and Diagnostic Center has not yet opened.**

i. What type of inmate programs/classes are the parole officers at this institution involved in?

**At this time, the parole officers are involved in the orientation classes for new general population offenders to CCC, and new treatment offenders to CCC. At these orientations, the participating offenders are advised on general probation and parole questions, including but not limited to information regarding scheduling of parole hearings, meeting with the institutional parole officers, jail time credit to their sentence, and the role of the Parole Board in the decision making process. In addition to the orientation group, the IPOs are involved in the pre-release group held each month. Specifics of the requirements of supervision on parole or conditional release are discussed in detail.**

15. Please list any other issues you wish to discuss or bring to the attention of the members of the Joint Committee on Corrections.

**None**

16. Does your institution have saturation housing? If so, how many beds?

**No**

17. **Radio/Battery Needs:**

- a. What is the number of radios in working condition?

**1 Base Unit**

**27 Mobile**

**500 Handheld**

- b. Do you have an adequate supply of batteries with a good life expectancy?

**No. All batteries were purchased the summer of 2008 and have a three year life. With the age of our batteries approaching four years, we have done well reconditioning maintaining them but in the next twelve to twenty-four months, replacement of the batteries will be necessary.**

- c. Are the conditioners/rechargers in good working order?

**Yes**